

RSD

RECORDS AND SERVICES DIVISION
ANNUAL REPORT OF PROGRESS
AND
PROJECTED PROGRAM PLANS

I. MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS -
1 July 1960 - 30 June 1961

A. Central Processing Branch

2. Attached statistics indicate a slight decrease in Branch activity insofar as the actual movement of foreign travelers is concerned. However, added paperwork and responsibilities (such as scheduling additional briefings outside the Office of Personnel by Branch personnel, and continuing the procedure established in February 1960 of our procurement of [REDACTED])

[REDACTED] left few idle hours. Fiscal Year 1961 brought an increase of approximately 19% in domestic reservations and assistance over the previous similar period.

B. Transactions and Records Branch

1. A completely revised system of preparing Form 1150, Notification of Personnel Action, was installed during Fiscal Year 1961. From the first month of the use of RCA 501 computer methods (October 1960) until the final conversion from IBM in February 1961, it was necessary to operate a dual system in order to cross-check data fed into the computer and work out the anticipated problems. In relation to this conversion, it was the Branch responsibility to prepare a Handbook to implement the procedures relating to Form 1152, Request for Personnel Action. Following the final printing of Handbook [REDACTED], instructions contained therein were emphasized by briefings conducted for key groups of all components who would be directly responsible for the initiation and processing of Forms 1152.

2. Several improvements have been made in File Room equipment and procedures thereby streamlining both service to the customers and working facilities for employees of that Unit. Among these improvements are:

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Annual Report - Fiscal Year 1961
Records and Services Division
Page Two

charge-out control revision, separation of Official Folder and Travel Documents, conversion to new style folders and purchase of new equipment to house Official Personnel Folders and Applicant Card Files. Not the least of the procedural improvements was the establishment on a trial basis of a review clerk to screen and assist with the acknowledgement of applicant and processing letters. Although this operation has only been in use for a few months, it has been a definite aid to headquarters recruitment officers, POD, by removing routine acknowledgements from their responsibility. In addition, it is felt that the applicant is better served by a prompt initial acknowledgement and, in some cases, a quicker determination in the analysis of his papers. A clear picture of the advantages and disadvantages should be available after a more reasonable trial period.

C. Statistical Reporting Branch

1. Like Transactions and Records Branch, but to a greater degree, this group has been involved in the conversion of personnel records from IBM card system to the 501 computer. Supplying input figures for the many statistical reports utilized by the Agency provided the initial point from which the computer began operation. Conversion of total reports as they existed under IBM was chore enough, but coupled with the revision of other reports to accommodate both the computer and the customer put an immense workload on this Branch. Here, too, the dual system of IBM and RCA 501 methods had to be maintained from October 1960 to final conversion in February of this year as a cross-check in order to provide confident use of the computer.

2. Although there are many problems yet to be resolved and advantages still to be gained through the use of the new system, the efficiency of this unit has improved in several fields. As of 30 June 1961, approximately two-thirds of the recurring reports were being produced by the 501 from two to ten days earlier than under the old system. The number of machine prepared reports declined during Fiscal Year 1961 - partly because of consolidation of items shown and greater utilization of the same report by various components, and partly because of the change over to the computer system. However, SRB tabulations increased because of the computer difficulties and increased reporting due to the CSSA's. To date, the 501 cannot handle special requests and probably will not be in a position to do so for some time to come. In this field, therefore, SRB responsibilities have not been altered.

Annual Report - Fiscal Year 1961
Records and Services Division
Page Three

D. Special Projects Officer and Area Records Activity

1. Total revision of procedures, forms and directives to convert the old Employee Locator System to the new Personnel Emergency and Locator System was completed. The revised system provides coverage of employee office, home, emergency addressee, overseas (where applicable) mailing address locator information, and security control indicators.

2. Assistance has been rendered to all of RSD in the space planning and equipment utilization of the Division within the new headquarters building, with special emphasis being placed on existing equipment and necessary new equipment. In the purchase of new equipment, research was conducted and recommendations made as regards products, specifications, cost analysis and actual procurement of major equipment. A partial listing of purchases follows: tables and work tables to house or support Kardex file units for Position Control Section; Wheeldex cabinets and supplementary equipment for master locator card file within Position Control Section; open-reference files to house applicant cards maintained by Files Section; filing cabinets to provide greater operating efficiency in housing the Agency official personnel folders and applicant files; Variadex card guide systems for use with applicant card files, Files Section, and passport file, Central Processing Branch as a means of decreasing reference search time; various sorting file cabinets and shelving providing better accessibility to frequently used items.

II. PROGRAM PLANS FOR FISCAL YEAR 1962

A. A continuing project will be the attempted completion of conversion to 501 methods as well as seeking out new advantages to be gained by the use of the computer.

B. In conjunction with the move to the new building, CPB hopes that various "housecleaning" chores may be accomplished with respect to the travel documents maintained on file. A project is now in operation to screen these documents and keep only that vital material which may prove useful at later dates. Outdated or unimportant material will be destroyed. Similar action will be taken by the other Branches within the Division for their material, where feasible.

C. We are currently developing procedures whereby invitee applicants may be reimbursed for their travel expenses prior to their return home. Vouchers

Annual Report - Fiscal Year 1961
Records and Services Division
Page Four

will be prepared and payment made by the Finance Section of CPB. Although this will create an additional workload, we are not requesting additional help at this time. After the procedure has been finalized and in effect for a reasonable period, we will be in a better position to determine if this added responsibility can be accomplished by the present staff.

There is attached hereto a copy of each Branch report within RSD, and accompanying statistics.

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Chief, Records & Services Division

Attachments - w/orig. only

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